

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

March 19, 2021

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Greenville County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, April 2, 2021**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at RPS@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms

Sincerely,
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE SPACE IN GREENVILLE COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – South Carolina Department of Public Safety for a Headquarters and Telecommunications Center

- Location: Greenville County, preferably near the City of Greenville, in close proximity to interstate highways
- Expected occupancy date: November 1, 2021
- Total space needed is approximately 17,500 – 19,600 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:

Personnel Areas:

- Five (5) private offices of approximately 180 square feet each
- Twenty-seven (27) private offices of approximately 120 square feet each
- Fourteen (14) workstations of approximately 48 square feet each (workstations to be provided by Tenant)
- Twenty-six (26) workstations of approximately 25 square feet each (workstations to be provided by Tenant)

Standard Support Areas:

- One (1) medium suite reception lobby to accommodate seating for 6 people of approximately 100 square feet. This space must be securable from all other portions of the leased space.
- One (1) beverage alcove including 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet
- One (1) large break room with seating for 10 people of approximately 200 square feet
- Four (4) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each



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- One (1) copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet
- Four (4) small storage rooms of approximately 120 square feet each. Rooms must be equipped with HVAC common to the suite in which they are located and have adequate floor strength capable of supporting safes and large file cabinets.
- Two (2) large conference rooms with seating for 12 people of approximately 350 square feet each
- Two (2) medium conference rooms with seating for 8 people of approximately 250 square feet each
- One (1) open area for four (4) file cabinets of approximately 36 square feet

Special Support Areas:

- One (1) MAIT Day/Ops room of approximately 660 square feet
- One (1) MAIT, ACE, & Post C evidence room of approximately 280 square feet. Room, must be climate controlled, equipped with exhaust ventilation and adequate floor strength capable of supporting floor safes
- One (1) Post C & ACE Day/Ops room of approximately 1140 square feet
- One (1) STP Evidence Room of approximately 130 square feet. Room must be climate controlled, equipped with exhaust ventilation and adequate floor strength capable of supporting floor safes
- One (1) STP Day/Ops room of approximately 540 square feet
- One (1) TCC-Dispatch/Emergency Operations room of approximately 1,280 square feet. Lighting to telecommunications center must be individually controllable and dimmable
- One (1) TCC Communication room of approximately 250 square feet. Room needs to be secured with a door that can be locked with a key, must have mini split HVAC system to ensure the room stays 68 degrees Fahrenheit. Humidity should be maintained at 40-60%, dew point 60%
- One (1) Troop 3 training room of approximately 680 square feet
- One (1) Troop 3 HQ storage and file room of approximately 270 square feet with flooring capable of supporting floor safes
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Backup generator is required for the leased area capable of operating for a minimum of 72 continuous hours to be provided by landlord. Tenant requires a monthly inspection and test of generator along with an annual test of generator being operated under a full load. Landlord is responsible for providing Tenant with a copy of the 12 monthly inspection and test results and annual test of operation under a full load.
- Landlord will allow access control equipment to be installed to leased space at Tenant's sole cost
- Monitored fire alarm system is required
- Monitored security system is required for common areas accessible to the public.
- Adequate accessibility for rooftop-mounted communications equipment and associated cabling is required
- Adequate power and dedicated circuits (up to 30 amps) will be required in in TCC room



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- Public-accessible common areas should be securable from public outside of normal business hours, while still allowing Tenant access 24/7/365
- HVAC for the entire suite is required 24/7/365. Ability to provide zone adjustments to temperature is required. Adequate functionality is required to eliminate cold and hot spots.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 189 parking spaces are desired. State availability of reserved parking for 25 vehicles.
- Fenced, paved and securable “bullpen” is to be provided by Landlord in adjacent parking lot of leased space. This bullpen is to be an area that can accommodate up to 25 vehicles and/or trailers, with standard maneuverability space. The fence must be a minimum of eight (8) feet high with a locking gate(s) for vehicles to pass through
- Parking lot must be paved and lighted.
- All exterior windows must be deep tinted and/or blinds must be installed
- Exterior signage is required, to be provided by Landlord
- All rooms must be securable with doors and locks
- Term: Please provide proposed rates for 3, 5 and 7-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, April 2, 2021.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent’s responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the South Carolina Department of Public Safety. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-1617
EMAIL: RPS@admin.sc.gov



LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65 AND REGULATION 19-447.1000

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this ____ day of _____, 20____.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

EMAIL LIST

You will receive all solicitations by email only

Name of Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Mobile: _____ Fax: _____

Email Address: _____

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6th Floor, Columbia, SC 29201,
E-mail: rps@admin.sc.gov.

